

NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE
 BIWEEKLY INDOOR AIR QUALITY FORUM

Minutes 5	August 13, 2007	1400-1500	2505 MIB
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MEETING CALLED BY: Gay Bindocci, MPO Sustainability Coordinator

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Kirby Hunolt, Assistant Director, NBC Administrative Operations

NOTE TAKER: Alice Grisé

TIMEKEEPER: Gay Bindocci

ATTENDEES:

Kirby Hunolt, Assistant Director, NBC Administrative Operations
 Gay Bindocci, Sustainability Coordinator
 Greg Rabida, Solicitors Office
 Wendy Dorman, Solicitors Office
 Kristina Clark, Solicitors Office
 Robert Pizzano, Jacobs Engineering/GSA
 Whitney Bishop, Mactec/GSA
 Ed Keable, Solicitors Office
 Jan Elmore, Solicitors Office
 Sandra Perkins, OIG
 Alice Grisé, National Business Center
 Rick Farr, National Business Center
 Gary Peacock, National Business Center
 Kenneth Tunney, National Business Center
 Paul Hoffman, Deputy Assistant Secretary, Office Policy Management and Budget

60 Minutes	Modernization	Kirby Hunolt
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Discussion:

- Mr. Hunolt presented an overview of the role of NBC Administrative Operations within the Modernization process.
- Mr. Pizzano introduced Ms. Bishop an IH from Mactec who will be doing daily TVOC testing.
- Ms. Bindocci presented an overview of issues from the June 26 listening session, and closed out several issues. Copies of the chart containing the listening session issues will be made available to occupants.
- The MPO is continuing to look into getting an electronic version of the MSDS. In the meantime, MSDS sheets are available in the MPO for occupants to review, and if the MPO does not have an MSDS sheet for a specific product, they will get one upon occupant request.
- TVOC testing is now occurring on a daily basis. During daily TVOC testing so far, no VOC's have been detected.

- As of August 6 2007, all floors have negative air pressure with the exception of the M-Floor. Jacobs will be seeking an assessment by an engineer on the possibility of achieving negative air pressure on the M-Floor.
- The “Behind the Barricade” posters have now been modified to include not only construction data but also weekly alerts to occupants, concerning possible air quality and dust conditions.

Action Items	Person Responsible	Due Date
Continue to monitor noise, odor, and irritant complaints and promptly respond to concerned employees.	Bob Pizzano	Ongoing
Look into TVOC limits	Bob Pizzano	8/27/07
Develop action plan for identification of odors	Bob Pizzano/GSA IH	8/27/07
Look into migration of odors after hours	Bob Pizzano	8/27/07
Investigate feasibility of achieving negative air pressure on the M-Floor	Bob Pizzano	8/27/07
Distribute Listening Session Chart	Don Swain	8/27/07